

CACFP – 1013

## **SITE CHANGE WORKSHEET INSTRUCTIONS:**

The Sponsor must notify MDHSS-CFNA if any of the following occur:

- Changes in meal service times
- Changes in meal types
- Increases in vended caps (i.e., estimated number of children to be served at each meal or snack service)
- Changes in operations—site closed, field trips, etc.
- Location changes
- Start/Stop date change
- Extending site operations
- Site closings
- Sites that were approved for operation, but never opened
- Changes in personnel—report changes of administrative personnel who serve as contacts to MDHSS-CFNA. Site supervisory personnel changes must also be reported to MDHSS-CFNA.
- Increases in the numbers served - if the overall number of participants served increases, report the new level to MDHSS-CFNA. Failure to do so could result in a loss of funds to which your organization could be entitled.

This information must be submitted to MDHSS-CFNA so the Sponsor's file can be updated. Failure to update this information could cause a claim for reimbursement to be rejected by the claims payment system and result in delayed and/or reduced payment.

**The Sponsor must notify MDHSS-CFNA by 2:00 p.m. the day before the anticipated change is to take place. Failure to meet this deadline will result in disallowed meals.** If a change is to occur on a Monday, the sponsor is required to notify MDHSS-CFNA by 2:00 p.m. on Friday afternoon.

In emergency situations, such as fire, flood, or transportation breakdowns, contact MDHSS-CFNA at 888-435-1464 as soon as possible, once the situation has been assessed.